

Class Code 4501/Exempt
Position Title Manager
Working Area Library Services
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Administrative and supervisory work directing the operations of all branch libraries and technical support units of the Seminole County Library System.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plan, coordinate, organize, and direct work of all branches and technical support units. Supervise staff engaged in maintaining and circulating the Library's collection of books and other materials. Monitor all library collections, supervise the selection of new library materials. Allocate approved funds for the library's materials, collections, supplies and equipment. Develop the budget for the Library Services Division and submit for approval. Prepare appropriate grant applications as required. Review, develop and recommend policies and procedures, and implement approved programs and services related to the Library Services Division. Coordinate all program activities for children's and adult patrons system wide. Develop staffing patterns and schedules for all branches. Initiate and/or review and effectively recommends for final approval by the Department Director for all hiring, termination, performance evaluations, disciplinary and/or commendatory action of assigned personnel. Responsible for library facilities and coordination of their maintenance and security. Promote good public relations, resolve and/or initiate action to resolve complaints of library patrons and maintain professional associations to improve library services. Initiate public service announcements and news releases on behalf of the library to members of the press. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Thorough knowledge of established principles, practices, and methods of library science and administration, including general reference, children's work, classification, cataloging, circulation, library programming, selection of appropriate materials, development of collection, and library automated systems. Considerable ability to plan, organize, and direct activities of subordinate staff in a manner conducive to full performance and high morale. Considerable ability to prepare and interpret library policies and objectives. Considerable ability to develop innovative programs for the library system. Considerable ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. . Must possess and maintain a valid Florida Driver's License.

Education

Master's Degree in Library Science from an American Library Association accredited college or university and eight (8) years professional librarian experience which must have included administrative and supervisory experience in a multi-branch public library system, experience with library automated systems, and coordination and development of library activities, programs and collections. This position is an appointed service classification. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.